

**SCHEDULE 1**

**MONTHLY STATEMENTS COVERED IN APPLICATION**

**(attached hereto)**

<b>Date Submitted</b>	<b>Monthly Period Covered</b>	<b>Requested Fees (90%)</b>	<b>Requested Expenses (100%)</b>	<b>Fees Paid</b>	<b>Expenses Paid</b>	<b>10% Fee Holdback</b>
<b>Interim Fee Period: September 16, 2018 through January 15, 2019</b>						
11/21/18	9/16/18 - 10/15/18	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$3,000.00
1/16/19	10/16/18 - 11/15/18	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$3,000.00
2/19/19	11/16/18 - 12/15/18	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$3,000.00
3/14/19	12/16/18 - 1/15/19	\$27,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
<b>Total</b>		<b>\$108,000.00</b>	<b>\$0.00</b>	<b>\$81,000.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>



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brand we build

# INVOICE - FEE

Date Invoice #

10/24/2018 2018-0724

P.O. No.

Bill To:

UCC  
ALVIN VAZQUEZ

Additional Info:

Project

Job #

4 - UNSECURED FEES

18006

Description

Amount

CLIENT: UCC

PRODUCT: MONTHLY FEE

SEPTEMBER, 16 2018 TO OCTOBER, 15 2018

FEE MENSUAL:

30,000.00

Website

- Changes and Revisions
- Maintenance

Digital

- 1. Working on a e-drop about Who is the UCC?
- 2. Revisions, format and pending approval

Media Monitoring

- Daily monitoring of local media
- Translations of Articles

Vo. Bo.

Amarilys Torres

Vo. Bo.

Bernardo Medina Colón, MBA

Total

\$30,000.00

Payments/Credits

\$0.00

Balance Due

\$30,000.00

Certifico que esta factura es correcta y que su importe no ha sido pagado.

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## INVOICE - FEE

Date	Invoice #
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11/19/2018 2018-0833

P.O. No.

Bill To:

UCC  
ALVIN VAZQUEZ

Additional Info:

## Project

Job #

#### 4 - UNSECURED FEES

[illegible]

Vo. Bo.  
Amarilys Torres

Vo. Bo.  
Bernardo Medina Colón, MBA

Certifico que esta factura es correcta y que su importe no ha sido pagado.

Total	\$30,000.00
Payments/Credits	\$0.00
Balance Due	\$30,000.00

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# INVOICE - FEE

Date Invoice #

12/15/2018 2018-0992

P.O. No.

Bill To:

UCC  
ALVIN VAZQUEZ

Additional Info:

Project

Job #

4 - UNSECURED FEES

Description	Amount
CLIENT: UCC PRODUCT: MONTHLY FEE	
NOVEMBER, 16 2018 TO DICEMBER, 15 2018	
FEE MENSUAL: Website	30,000.00

1. Working in changes of format for the Home Page and revisions for other sections
  - a. Adding information and new buttons
  - b. Uploading documents for the new sections
  - c. Formatting how the public see the page
2. Maintenance and renovation of security licenses before the email campaign was sent.

## Digital efforts

1. Worked in sending the first edrop to the data base
  - a. Create the format, style and revising text
  - b. Sending test emails
  - c. Reviewing the data base for errors in emails
  - d. Creating a new email address for sending the edrop
  - e. Monitoring this new email for messages from the creditors and sharing with the committee
  - f. Monitoring and sending of reports of the edrop.
  - g. This edrop was successful: over 30% of the data base opened the email. The expected percentage of opened emails is about 15%

## Communications and others

1. Monitoring local media
2. Working with the committee in alternative ways to spread our messages
3. Maintain conference calls and meetings to know what's happening and what to expect to next year.

Total  
Payments/Credits  
Balance Due

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# INVOICE - FEE

[illegible]

12/15/2018 2018-0992

P.O. No.

Bill To:

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Additional Info:

## Project

Job #

#### 4 - UNSECURED FEES

[illegible]

Vo. Bo.  
Amarilys Torres

Vo. Bo.  
Bernardo Medina Colón, MBA

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Total	\$30,000.00
Payments/Credits	\$0.00
Balance Due	\$30,000.00

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# INVOICE - FEE

Date Invoice #

1/18/2019 2019-0050

P.O. No.

Bill To:

UCC  
ALVIN VAZQUEZ

Additional Info:

Project

Job #

4 - UNSECURED FEES

Description	Amount
CLIENT: UCC	
PRODUCT: MONTHLY FEE	
DECEMBER, 16 2018 TO JANUARY, 15 2019	
FEE MENSUAL:	30,000.00

Website

1. Worked on changes to multiple sections of the Website
  - a. New information
  - b. Uploading documents for the new sections
  - c. Formatting how the public see the page
  - d. Revising texts and links for both languages
2. Sending analytics

Digital efforts

1. Worked in sending the second edrop to the data base
  - a. Revise the format, style and text, adding a photo
  - b. Sending test emails to client
  - c. Reviewing the data base for errors in emails
  - d. Monitoring the email for messages from the creditors and sharing with the committee
  - e. Monitoring and sending of reports of the edrop.
  - f. This edrop was successful: over 34% of the data base opened the email vs the first one.

Total  
Payments/Credits  
Balance Due

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# INVOICE - FEE

Date	Invoice #
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1/18/2019 2019-0050

P.O. No.

Bill To:

UCC  
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Additional Info:

Project

Job #

#### 4 - UNSECURED FEES

[illegible]

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Amarilys Torres

Vo. Bo.  
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Total	\$30,000.00
Payments/Credits	\$0.00
Balance Due	\$30,000.00